



**Planning & Development Department
Planning & Engineering Divisions
Monthly Report for September 2010
October 12, 2010**

Activity

- **Land Use Applications** – There were 2 applications compared to 1 in 2009.
- **Pre-Submittal Applications** – There were 6 applications compared to 4 in 2009.
- **City Council** – City Council heard no land development projects compared to 3 in 2009.
- **Planning and Zoning Commission** – There were 3 projects heard compared to 2 in 2009.
- **Board of Adjustment** – There were 2 variance requests heard compared to 1 in 2009.
- **Fence Permits** – There were a total of 15 applications compared to 27 in 2009. Average number of days to approve was 1.8 business days.
- **Sign Permits** – There were a total of 10 applications compared to 14 in 2009. Average number of days to approve was 1.8 business days.
- **Right-of-Way Permits** – There were 12 permits issued compared to 4 in 2009.
- **Subdivision Improvement Agreements** – There were no SIA's submitted compared to 0 in 2009.
- **Construction Drawings** – There were 2 CD applications compared to 1 in 2009.
- **Infrastructure Inspection** – There were 16 individual projects/sites inspected this month. City staff spent a total of 86 hours performing these inspections compared to 81 hours in 2009.
- **CMRS Permits** – There was 1 permit issued compared to 0 in 2009.
- **Other Fees** – There was \$1,360 revenue collected in 2010 and 0 in 2009.
- **Visitors** – There were 105 visitors; an average of 5 per work day.
- **Customer Surveys** – Surveys were received from Code Enforcement, Building and P&D clients. Overall the feedback has been positive. Staff will continue to make improvements.

Revenue

Total revenue – September monthly revenue was \$23,004 compared to \$14,123 in 2009. YTD \$237,919 in revenue has been collected, which is 102% of the 2010 projected budget of \$232,290. **Adjustments have been made to the budget amounts based on the 2010 revised budget.**

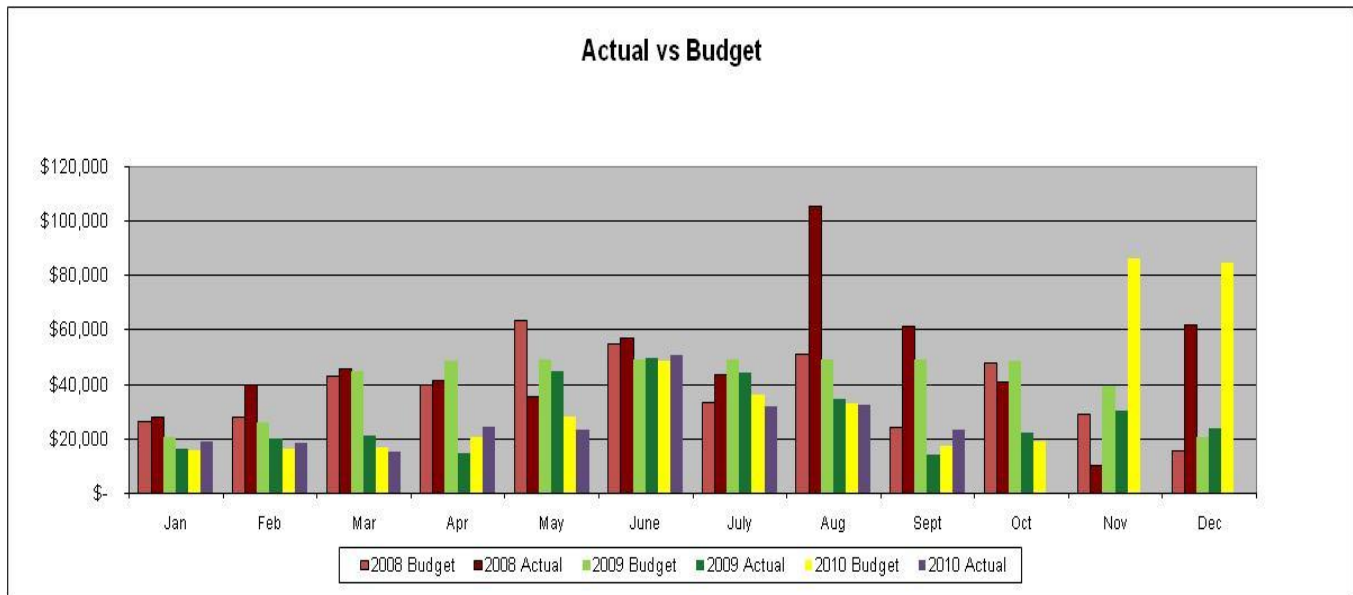
P & E Special Projects – Below are the major projects for September and the approximate amount of time spent on each project. A total of 378 hours was spent on the below projects.

- **Breakfast with P&D** – The Department did not hold a September meeting. We have started preparing for the October meeting and Staff has spent **2 Hours**.
- **Deferred Revenue – Land Use Fund** – The P&D Department worked to identify all closed AWOs in order to provide Finance with an updated list. This work is necessary to move towards closing out all old AWOs. In addition, the finance and P&D Departments met to discuss a refund policy. The Director of P&D will be preparing a policy for City Council to consider in the coming months. Staff time spent was **5 Hours**.
- **EECBG Grant/Paperless Review** – Time was spent researching and drafting procedures to be utilized for paperless review. A formal procedures document was created. The system will allow Staff greater flexibility in how to review plan sets, from complex red-lining of the document to the ability to review and provide written comments. Formal unveiling and advertisement of the plan review option will take place in October. This will be available through Planning and Engineering first, then implemented in the Building Division. The Building Division utilizes a slightly different review process that will affect the procedures. Staff time spent was **25 Hours**.

- **Bus Bench Grant** – Environmental clearance was granted by the FTA after the formal application was submitted in August. Four of the 35 stops expected to receive a bench require further clearance from CDOT. We are still waiting on bid documents from our consultants. Bid packets are expected to go out in late October. Staff time spent was **10 Hours**.
- **Innoprise** – Staff continues working towards going live on the building permitting with the Innoprise system. In September, building data was successfully imported into the City's test site. The data was tested for accuracy and additional adjustments need to be made to ensure the accuracy of the imported financial data. Staff also worked with the Finance Department to ensure reporting was accurate and to implement enhanced refund and insufficient check procedures. Finally, the Innoprise software was upgraded to incorporate more detailed financial transactions, time was spent configuring the system according to the City's accounts and procedures. Staff time spent was approximately **60 hours**.
- **October National Community Planning Month** – Staff has begun activities for National Community Planning Month. Festivities will include a "Benefits of Community Planning" fact sheet for distribution to property owners/business/HOAs and a citizen photo contest focusing on "What is Good Planning". Staff time spent was **4 hours**.
- **Bicycle Lane Project** – Design drawings are in progress for restriping of City streets to accommodate bike lanes. Britton Thomas and Sam Henning are putting together plans for this project with help from Edward Stafford, Ben Jenkins, Gary Wilson, Craig Faessler, Dan Eybs and Eric Lee. Engineering staff spent a total of **38 Hours** on this project.
- **Customer Service Team** – The Customer Service Team is in final review of the 2010 Customer Service Training Program and charter. This will be ready for implementation by the year end or early 2011. Staff time spent was **6 Hours**.
- **LDC Zoning Map** – Planning staff is working to complete a second draft of proposed residential zoning in the new Land Development Code (LDC). Once the second draft is complete, staff will be able to meet with HOAs and property owners to discuss the proposed zoning districts and receive feedback for potential revisions for a third draft. Staff has also started work on a second draft of potential non-residential zoning districts in the new LDC. Staff time spent was **97 Hours, 6 of which was GIS**.
- **City Council Redistricting** – This was a special project started in August for which Gary Wilson, Derek Stertz and Wayne Reed were involved. Data was presented to the Election Commission for redistricting through the City Clerk's office. GIS has continued to work on this project in September spending **13 Staff Hours**.
- **Universal Addressing System** – Staff scoped business needs for an addressing system that works for the entire City. GIS Staff time spent was **10 Hours**.
- **GIS Coordination with CH2MHill** – Staff spent **2 Hours** meeting about a variety of topics concerning the City.
- **Training** – Derek Stertz spent **16 hours** on GIS in the Rockies Conference in September.
- **Civic Center Park** – Engineering staff spent **13 Hours** on design and proposal for Civic Center Park.
- **Civic Center Energy Audit** – Engineering Staff spent **10 hours** on this project which will assess the energy usage of the Civic Center and develop a strategy to reduce the costs of operations and maintenance of the building.
- **CIP Ten Year Plan** – Engineering Staff spent **34 Hours** on preparing the 2010 Ten Year Capital Improvement Program.
- **Sales Tax "Prema Data"** – GIS spent **11 Hours** on this project of collecting data for Sales Tax.
- **Open Source GIS research** – GIS spent **16 Hours** on this project
- **Data Curriculum for UCD/GIS Day** – GIS spent **6 hours** on this project.

Revenue

In September, the total revenue received was \$23,004. YTD the Planning & Engineering revenues of \$237,919 are roughly 102% of the projected 2010 YTD budget of \$232,290.

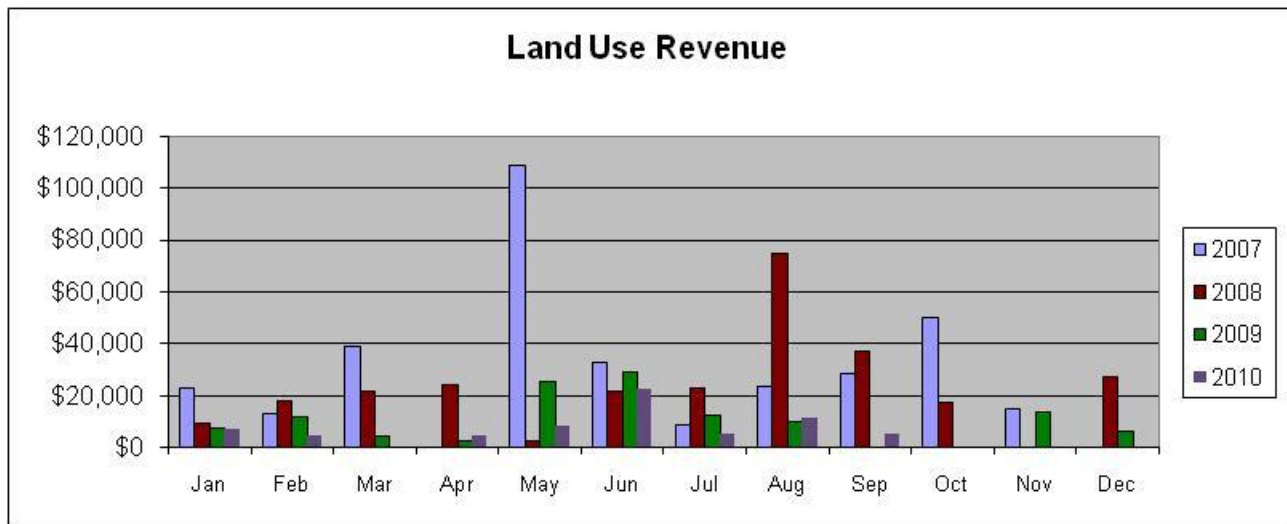
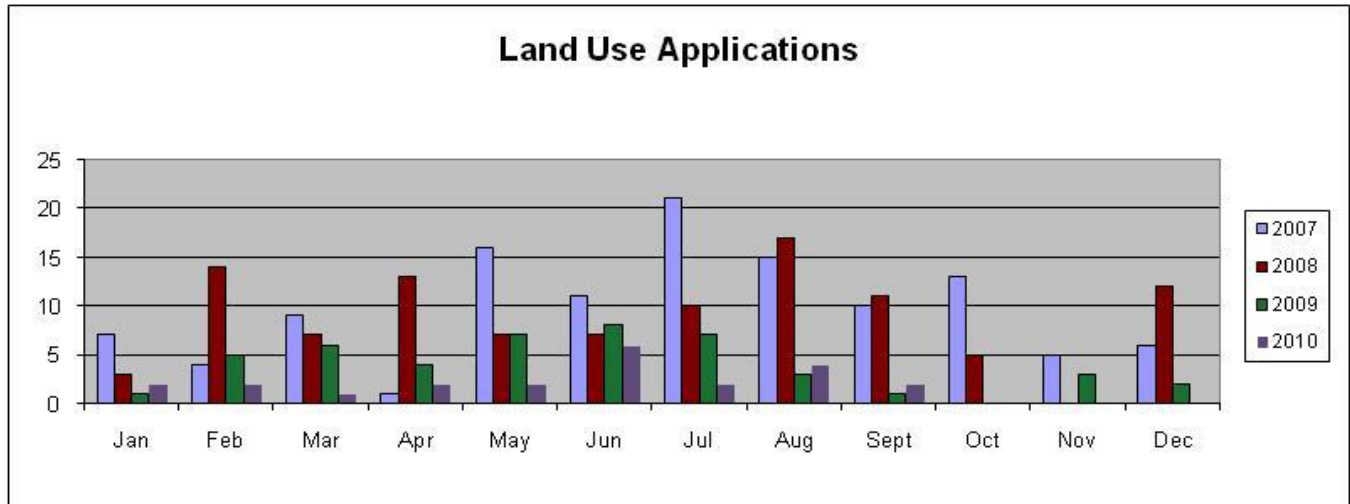


November/December revenues are projected to be higher based on the City receiving The Freedom Grant for Bus Bench and EECBG Stimulus Grant for Paperless Review of \$73,616 each month.

- **Land Use Applications** – YTD \$70,823 in revenue has been collected, which is above the 2010 projected budget of \$70,503.
- **Fence Permits** – YTD \$13,950 in revenue has been collected, which is below the 2010 projected budget of \$16,400.
- **Sign Permits** – YTD \$50,399 in revenue has been collected, which is below the 2010 projected budget of \$51,700.
- **Right-of-Way Permits** – YTD \$21,581 in revenue has been collected, which is above the 2010 projected budget of \$13,000.
- **Subdivision Improvement Agreements** – YTD \$5,000 in revenue has been collected, which is above the 2010 projected budget of \$4,500.
- **Construction Drawings** – YTD \$19,300 in revenue has been collected, which is above the 2010 projected budget of \$17,625.
- **Infrastructure Inspection** – YTD \$14,047 in revenue has been collected, which is above the 2010 projected budget of \$12,500. \$6,047 of the \$14,047 is associated with IKEA.
- **Legal Fees** – YTD \$17,476 in revenue has been collected, which is above the 2010 projected budget of \$17,000.
- **CMRS Fees** – YTD \$13,500 has been collected, which is above the 2010 projected budget of \$13,062.
- **Other Fees** – YTD \$11,843 has been collected, which is below the 2010 projected budget of \$16,000. This amount includes all miscellaneous fees and revenue including Engineering hours from the Open Space Fund.

Land Use Applications

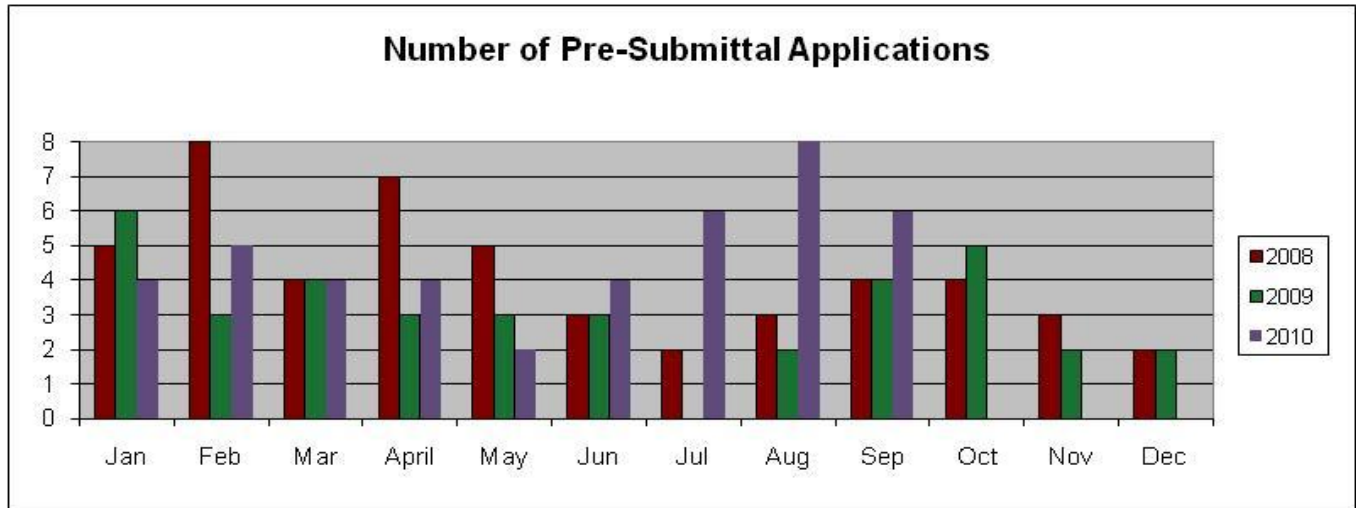
In September, the City received 2 land use applications with \$5,411 in monthly revenue. YTD land use application activity is lower than the previous year and YTD revenues are lower. YTD applications for 2010 are 23 compared to 42 in 2009. YTD revenues for 2010 are \$70,823 compared to \$102,764 for 2009.



Land Use Applications Submitted (September 2010)		
Land Use Case Number	Project Name	Open Date
LU-10-00091	Quebec Village Center FDP Amendment 12	09/10/2010
LU-10-000100	Arapahoe Plaza East PDP Amendment	09/29/2010

Pre-Submittal Applications

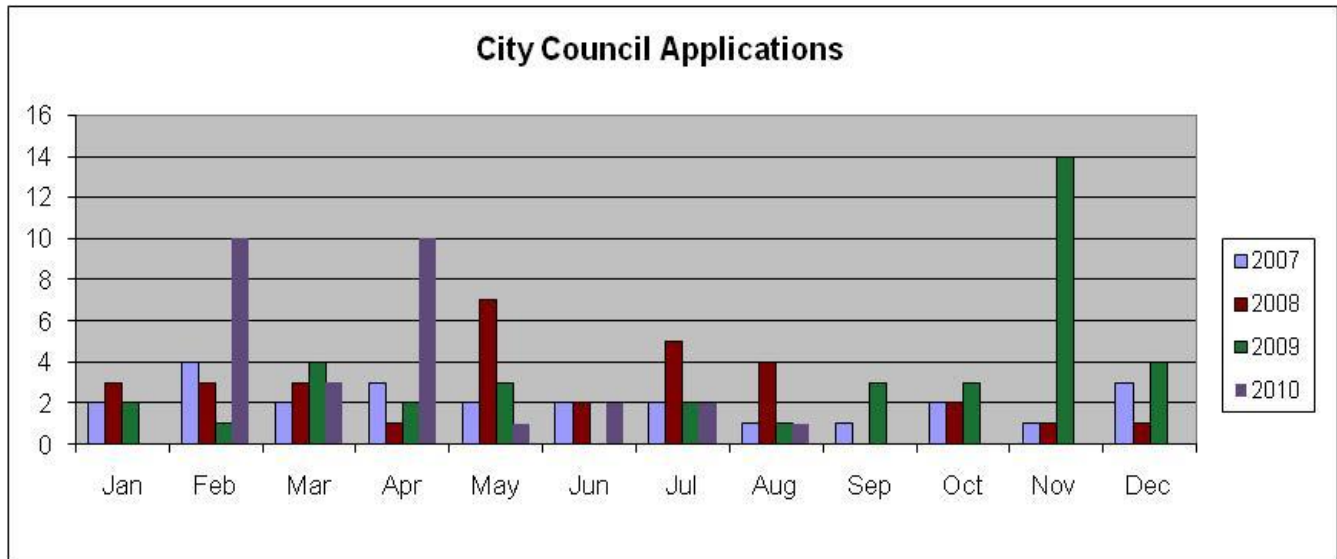
In September, the City received 6 pre-submittal applications compared to 4 in 2009. YTD pre-submittal activity is higher than the previous year. YTD total applications received for 2010 are 43 compared to 28 for 2009. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (September 2010)		
Pre-submittal Case Number	Project Name	Open Date
PS-10-00087	Gun Club PDP Text Amendment	09/02/2010
PS-10-00088	University & Dry Creek Retail Pad	09/03/2010
PS-10-00093	5100 East Arapahoe Road – Ext Reno	09/17/2010
PS-10-00094	Arapahoe Hyndai Remodel	09/17/2010
PS-10-00098	Oppenheimer Redirect Water	09/24/2010
PS-10-00099	Alpha Bicycle	09/24/2010

City Council

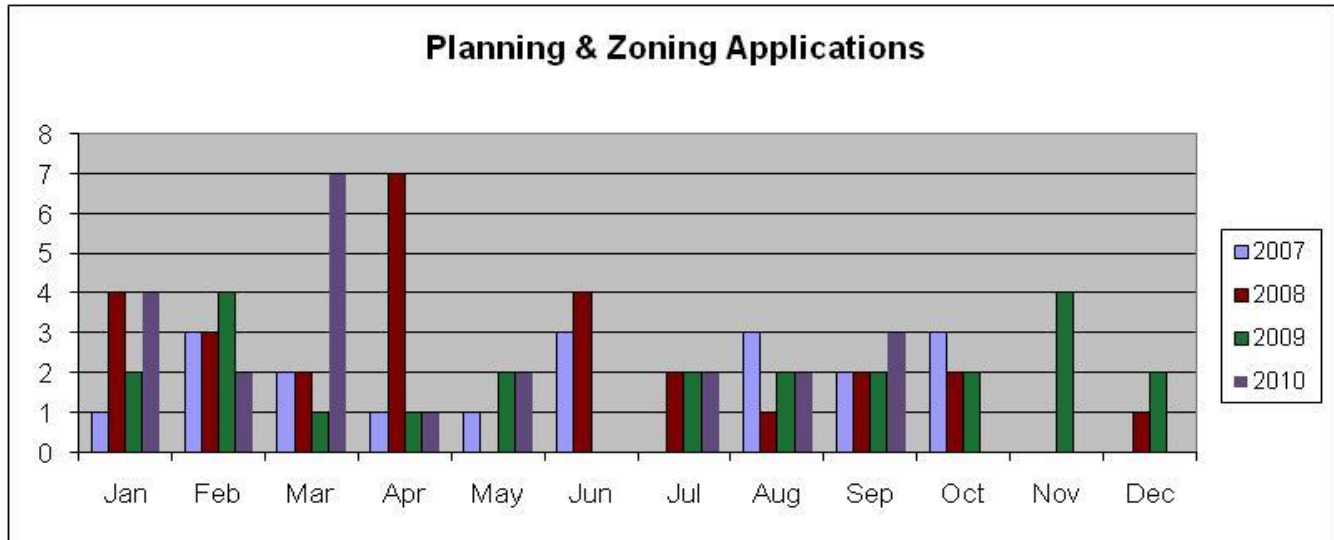
In September, City Council heard 0 Planning and Development projects as compared to hearing 3 in 2009. YTD, City Council has heard 29 development projects as compared to 18 in 2009. **City Council has heard far fewer Land Use applications in 2010, but many more special projects.**



Land Development Projects Heard by City Council (September 2010)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	None			
Land Development Projects Scheduled for City Council (October 2010)				
Description	Case Name	Case Number	Hearing Date	
Land Use	2 nd Reading of Century Highland Park PDP	LU-10-00038	10/04/2010	
Land Use	Street Name Change – Ikea	SNC-10-00060	10/18/2010	
Land Use	Gun Club FDP	LU-10-00043	10/18/2010	
Land Use	The Ridge Replat (Gun Club)	LU-10-00044	10/18/2010	
Land Use	1 st Reading for Alpha Bicycle PDP Text Amend.	LU-10-00100	10/18/2010	

Planning & Zoning Commission

In September, the Planning & Zoning Commission heard 3 development projects as compared to hearing 2 in 2009. YTD, the Planning & Zoning Commission has heard 23 development projects as compared to 16 in 2009.



Land Development Projects Heard by PZ Commission (September 2010)

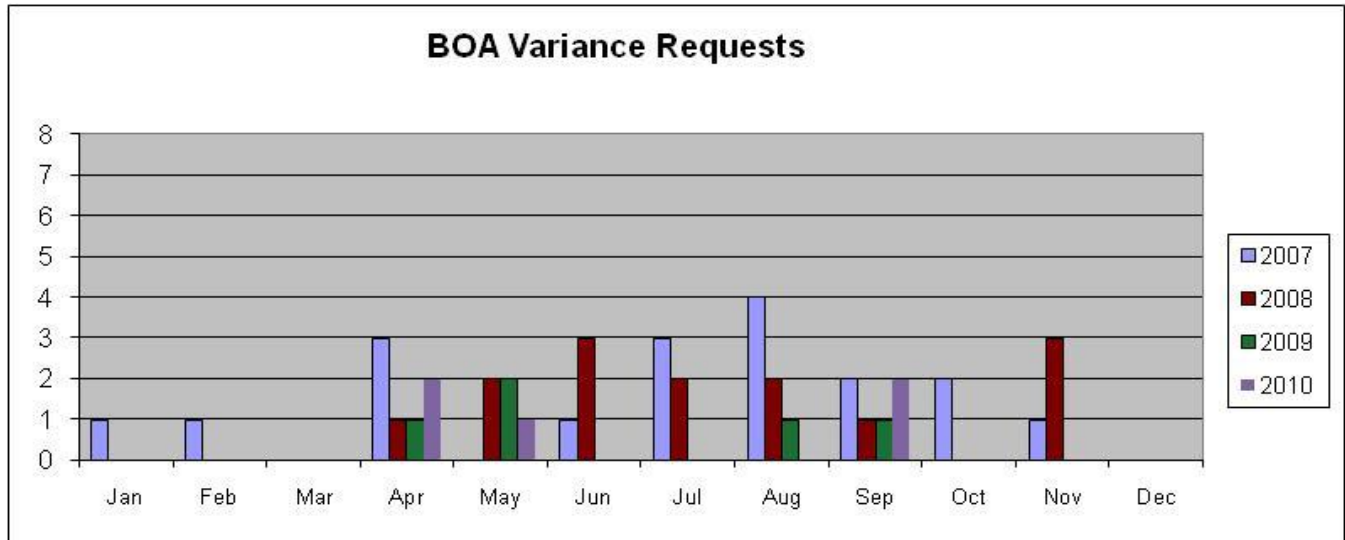
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Gun Club FDP	LU-10-00043	09/22/2010	Approved
Land Use	Street Name Change – Ikea	SNC-10-00060	09/22/2010	Approved
Land Use	Floodplain Regulations	NA	09/22/2010	N/A

Land Development Projects Scheduled For PZ Commission (October 2010)

Description	Case Name	Case Number	Hearing Date
Land Use	Training – APA Conference	N/A	10/27/2010
Land Use	Alpha Bicycle PDP Text Amendment	LU-10-00100	10/27/2010

Board of Adjustment

In September, the Board of Adjustment heard 2 variance requests as compared to hearing 1 in 2009. YTD, the Board of Adjustment heard 5 variance requests as compared to 5 in 2009.



Variance Requests Heard by the Board of Adjustment (September 2010)

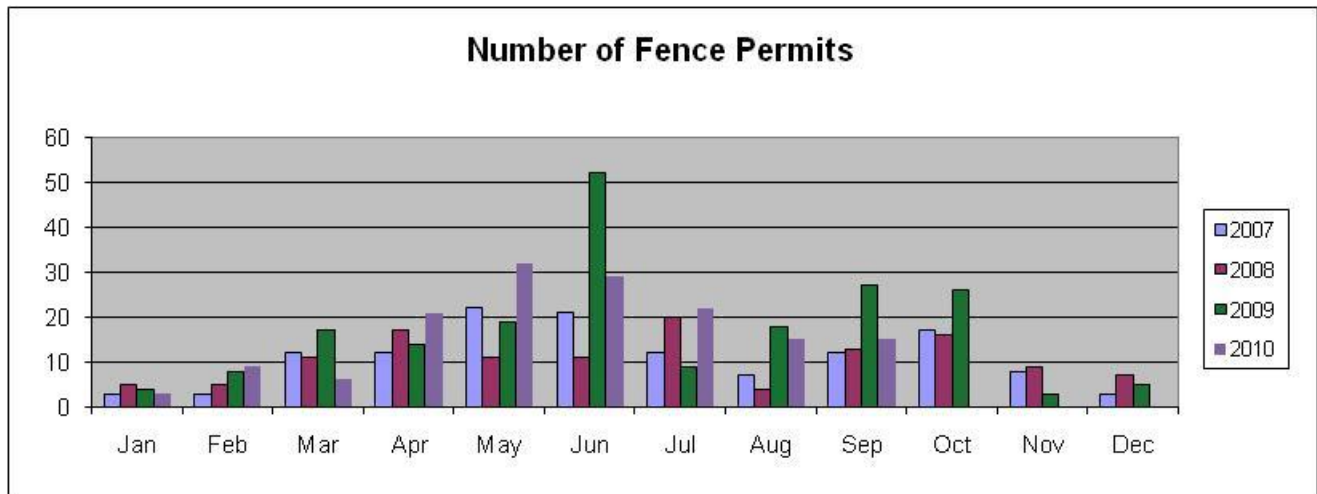
Description	Case Name	Case Number	Hearing Date	Action
BOA	7384 S. Dexter Street	BA-10-00074	09/16/2010	Approved
BOA	7818 S. Zeno Street	BA-10-00075	09/16/2010	Approved

Variance Requests Scheduled for the Board of Adjustment (October 2010)

Description	Case Name	Case Number	Hearing Date
BOA	Kriss Variance	BA-10-00092	10/21/2010

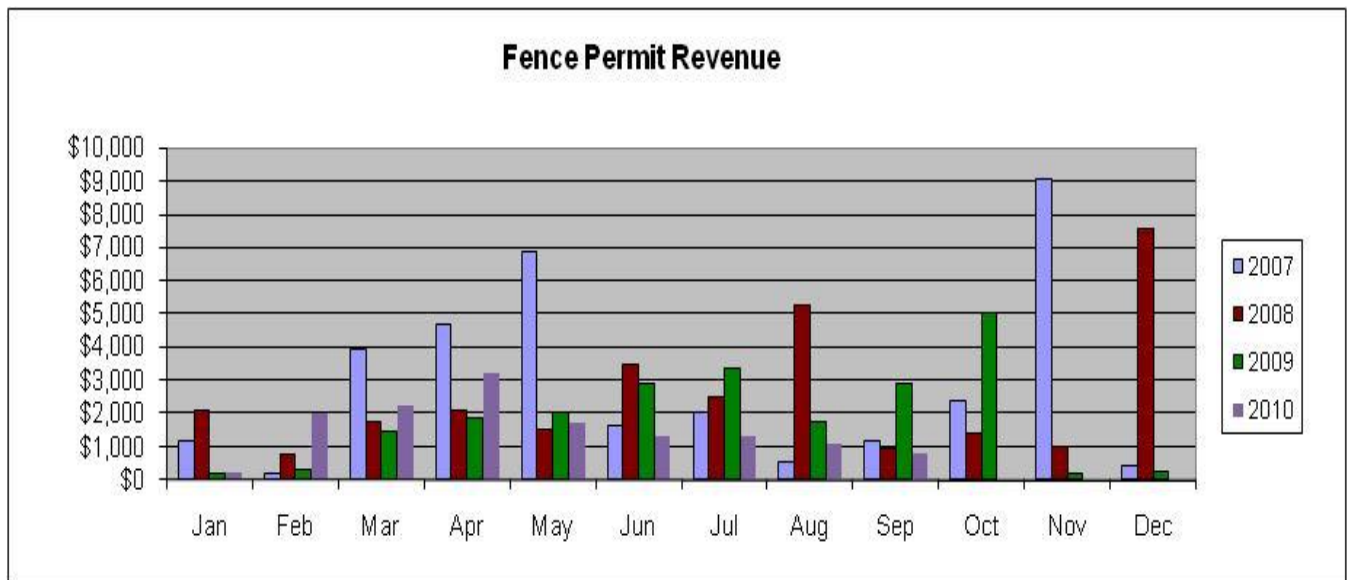
Fence Permits

In September, the City received 15 fence permit applications with monthly revenue of \$798. YTD fence permit application activity is lower than the previous year, and YTD revenue is lower. YTD applications for 2010 are 152 compared to 168 for 2009. YTD revenues for 2010 are \$13,950 compared to \$16,769 for 2009. **There were 5 fence permits (or 33% of permits issued in the month) through Rapid Review Thursdays in September. Average permit wait/processing time for September was 22.2 minutes. YTD average wait/processing time is 22.5 minutes. YTD 21% of all fence permits have been processed through Rapid Review, with the trend being higher during the summer months.**



Note: There were 26 fence permits issued in June of 2009 for no fee for City's roadway project.

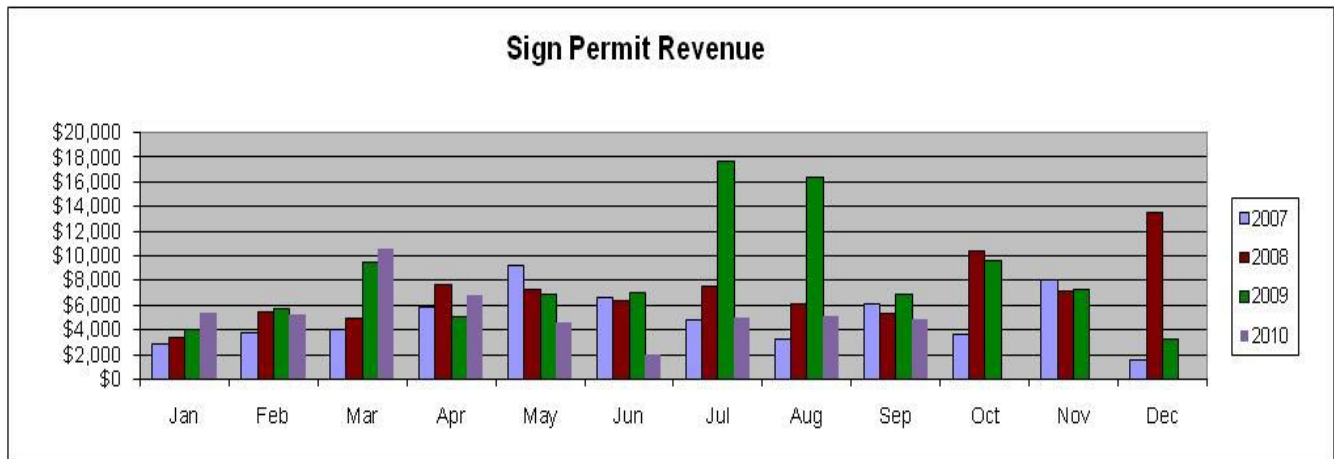
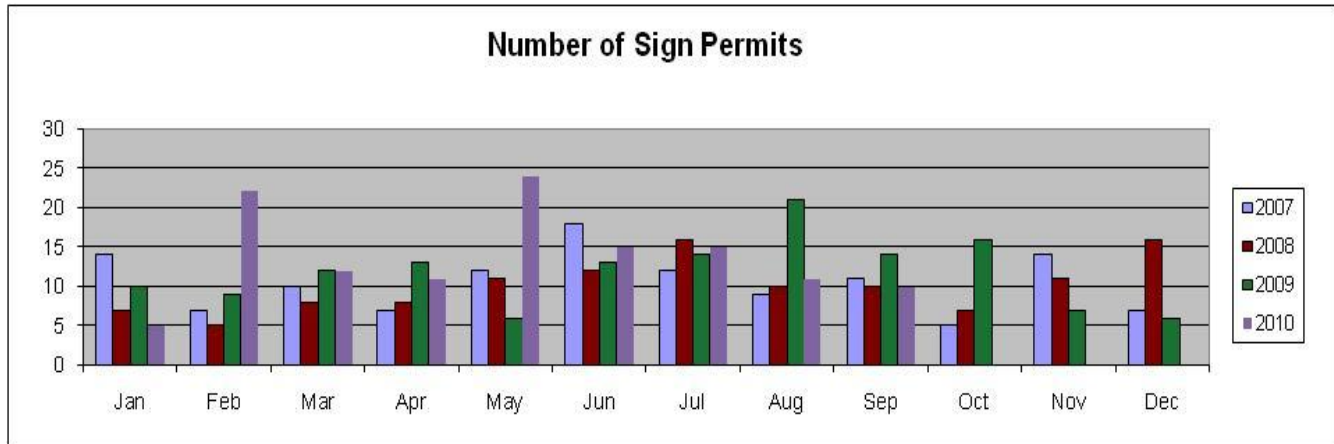
Note: There were 13 fence permits in April (1), May (4), June (6) and July (2) of 2010 for no fee for snowplow damage.



Fence Permits Submitted (September 2010)			
Location	Case Number	Date Received	Date Approved
6046 East Geddes Circle	FE-10-80125	09/01/2010	09/03/2010
3048 East Phillips Drive	FE-10-80126	09/02/2010	09/02/2010
8254 South Jackson Street	FE-10-80127	09/02/2010	09/02/2010
6795 South Albion Street	FE-10-80128	09/02/2010	09/02/2010
18832 East Prentice Place	FE-10-80129	09/07/2010	09/10/2010
2702 East Dry Creek Road	FE-10-80130	09/09/2010	09/09/2010
7027 South Ulster Street	FE-10-80131	09/13/2010	09/15/2010
6691 South Logan Street	FE-10-80132	09/13/2010	09/13/2010
7965 South Gaylord Way	FE-10-80133	09/16/2010	09/16/2010
7818 South Zeno Street	FE-10-80134	09/20/2010	09/20/2010
6384 South Monaco Court	FE-10-80135	09/28/2010	10/04/2010
7222 South Franklin Street	FE-10-80136	09/28/2010	10/04/2010
7212 South Franklin Street	FE-10-80137	09/28/2010	10/04/2010
5827 South Logan Court	FE-10-80138	09/29/2010	10/04/2010
7159 South Franklin Way	FE-10-80139	09/30/2010	09/30/2010
Average Approval Time – Business Days			1.8 Day

Sign Permits

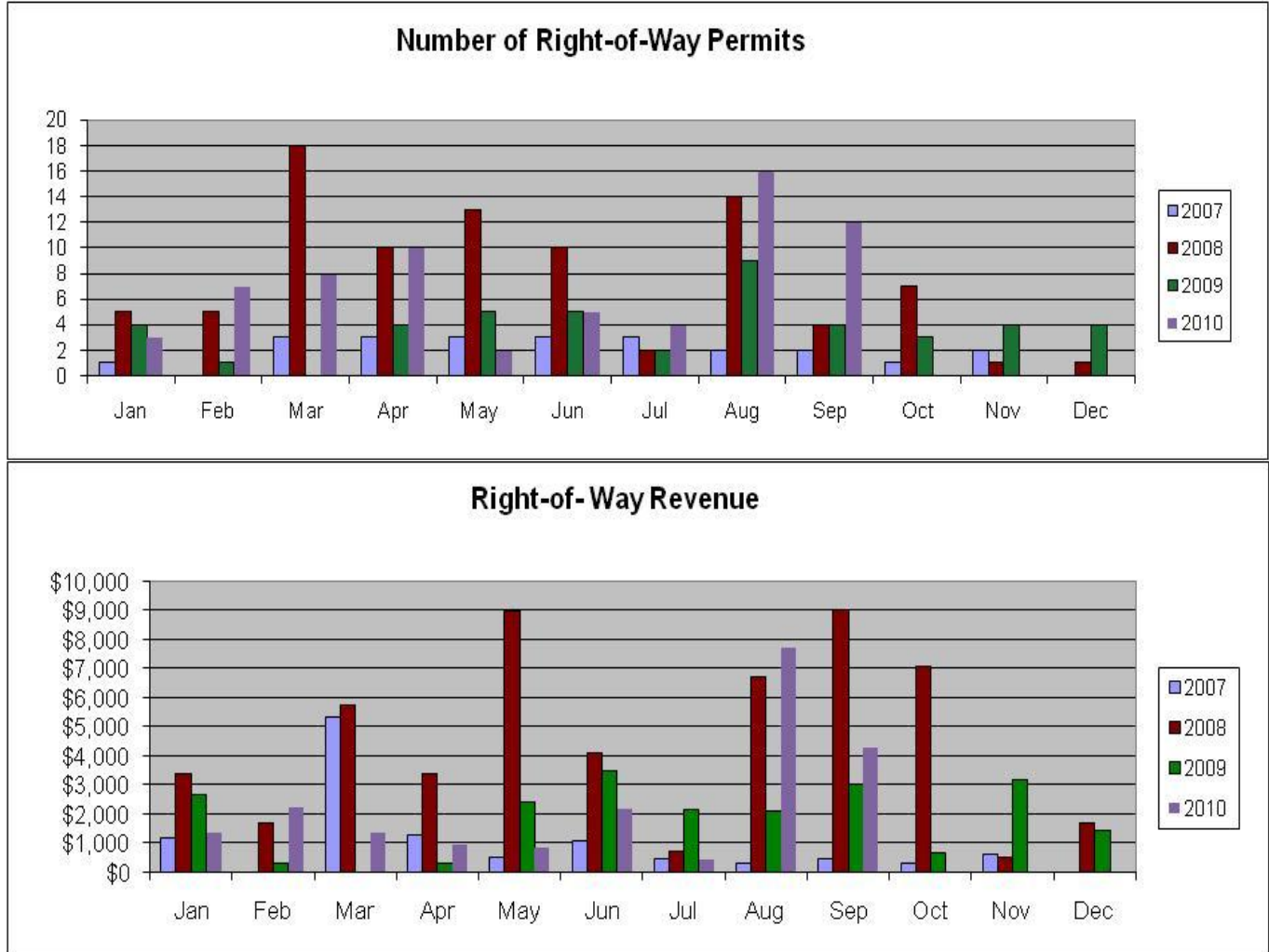
In September, the City received 10 sign permit applications with monthly revenue of \$4,970. YTD sign permit application activity is higher than the previous year, and YTD revenues are lower. YTD applications for 2010 are 125 compared to 112 issued for 2009. YTD revenues for 2010 are \$50,399 compared to \$79,313 for 2009. **There were no sign permits through Rapid Review Thursday (RRT) in September.** YTD average permit wait/processing time for RRT is 17.3 minutes.



Location	Case Number	Date Received	Date Approved
11203 East Peakview Avenue	SG-10-90083	09/08/2010	09/10/2010
6851 South Gaylord Street	SG-10-90084	09/14/2010	09/15/2010
6885 South University Boulevard	SG-10-90085	09/17/2010	09/21/2010
8719 East Dry Creek Road	SG-10-90086	09/17/2010	09/17/2010
7593 South University Boulevard	SG-10-90087	09/21/2010	9/22/2010
20250 East Smoky Hill Road	SG-10-90088	09/22/2010	9/22/2010
6955 South York Street	SG-10-90089	09/22/2010	9/22/2010
8181 South Quebec Street	SG-10-90090	09/22/2010	10/04/2010
6446 South Kenton Street	SG-10-90091	09/27/2010	09/27/2010
16728 East Smoky Hill Road	SG-10-90092	09/30/2010	10/04/2010
Average Approval Time – Business Days			1.8 Days

Right-of-Way Permits

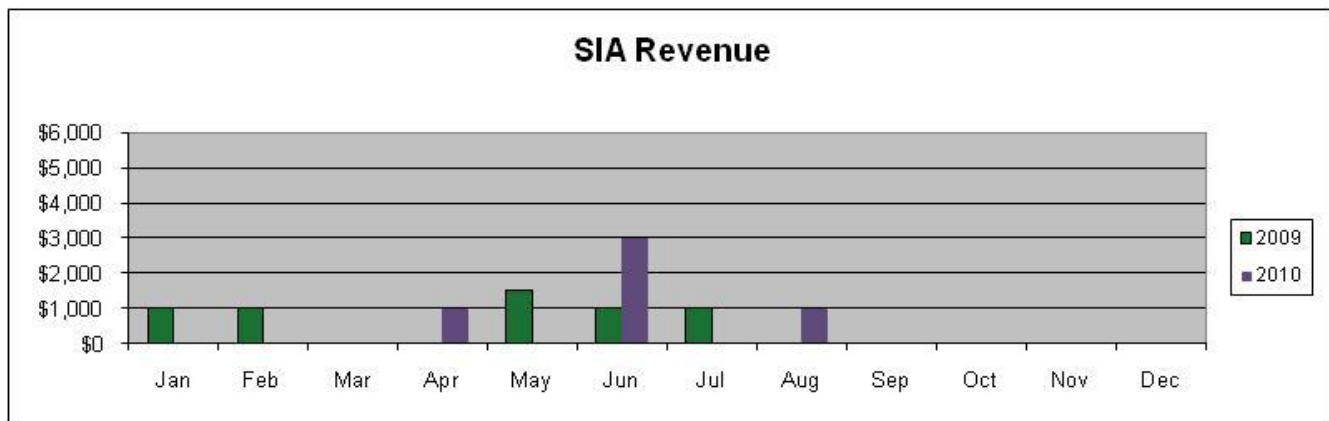
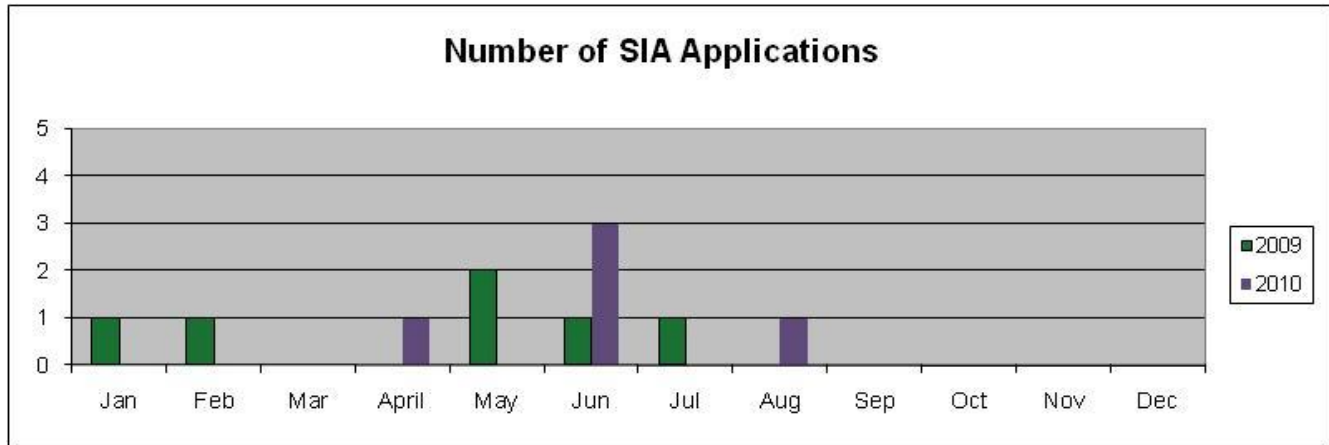
In September, the City received 12 right-of-way permit applications with monthly revenue of \$4,315. YTD right-of-way permit application activity is higher than the previous year, and YTD revenues are higher. YTD applications for 2010 are 67 compared to 34 for 2009. YTD revenues for 2010 are \$21,581 compared to \$16,490 for 2009.



Location/Contractor	Permit Number	Date Received	Date Approved
CB Concrete/20921 E. Smoky Hill Rd.	LRW-10-40043	09/09/2010	09/10/2010
Xcel/S. Oneida Ct. & E. Euclid Pl.	LRW-10-40044	09/10/2010	
Xcel/6690 South Oneida Ct.	LRW-10-40045	09/10/2010	
Western Concrete/5100 S. Picadilly St.	LRW-10-40046	09/13/2010	09/14/2010
Jed Glover/E. Easter Ave. & S. Gaylord	LRW-10-40047	09/16/2010	09/22/2010
Jed Glover/6707 S. Vine St.	LRW-10-40048	09/17/2010	09/22/2010
Western Concrete/5100 S. Picadilly St.	LRW-10-40049	09/20/2010	09/20/2010
Xcel/7950 S. Dayton St.	LRW-10-40050	09/20/2010	
Dash Concrete/16950 E. Smoky Hill Rd.	LRW-10-40051	09/23/2010	09/23/2010
Edge Contracting/E. Heritage Place	LRW-10-40052	09/27/2010	09/28/2010
Jorgensen Construction Colorado	LRW-10-40053	09/28/2010	09/28/2010
Asphalt Specialities/5100 S. Picadilly	LRW-10-40054	09/30/2010	

Subdivision Improvement Agreements (SIA)

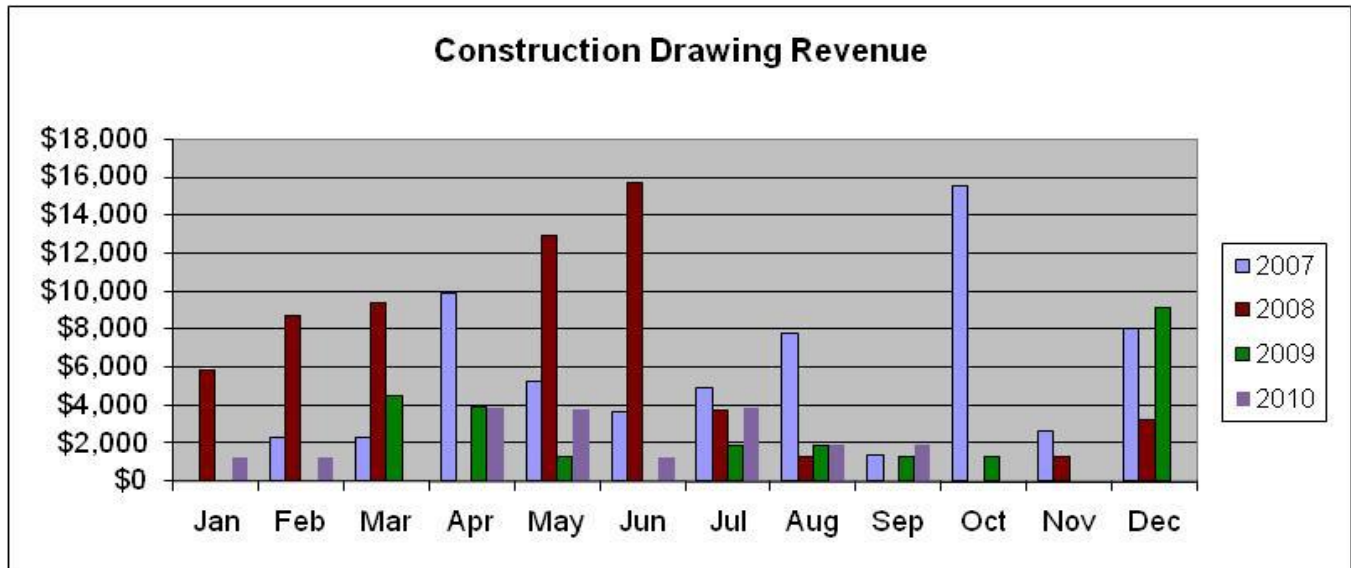
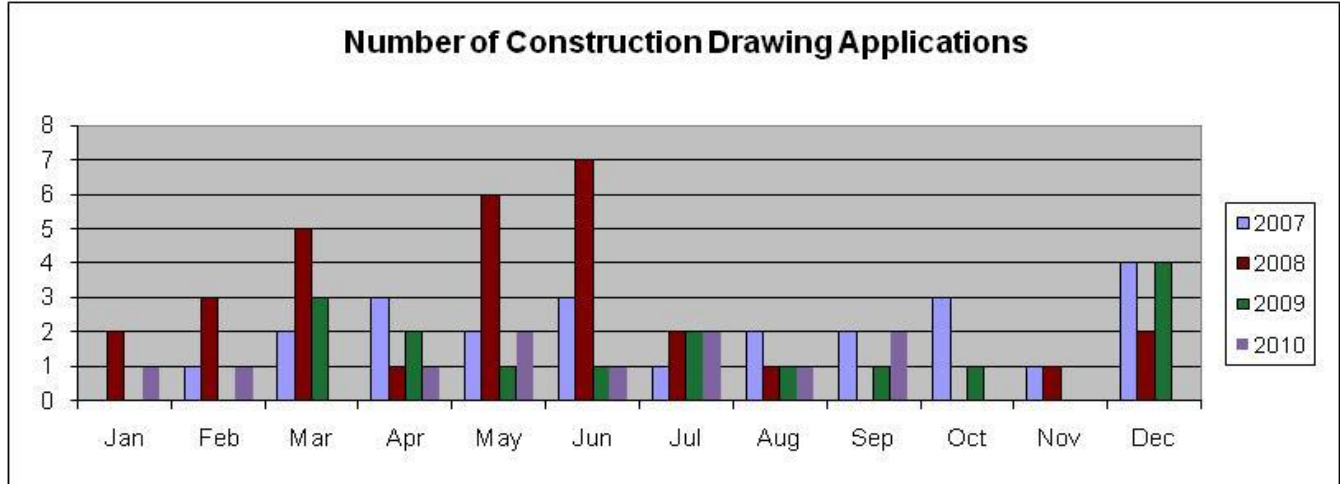
In September, the City received 0 SIA/PIA application compared to 0 in 2009. The monthly revenue of \$0 is the same as 2009 which was at \$0. YTD SIA applications for 2010 are 5 compared to 6 in 2009. YTD revenues for 2010 are \$5,000 compared to \$5,500 in 2009. We began tracking SIA's in 2009.



SIAs Submitted (September 2010)			
Description	Case Name	Case Number	Date Application Accepted
SIA	None		

Construction Drawings (CD)

In September, the City received 2 CD applications with \$1,900 in monthly revenue. YTD CD permit application activity is the same as the previous year and YTD revenues are higher. YTD applications for 2010 are 11 compared to 11 for 2009. YTD revenues for 2010 are \$19,300 compared to \$14,800 for 2009. Two of the CDs and \$3,900 of the \$19,300 is associated with Open Space.

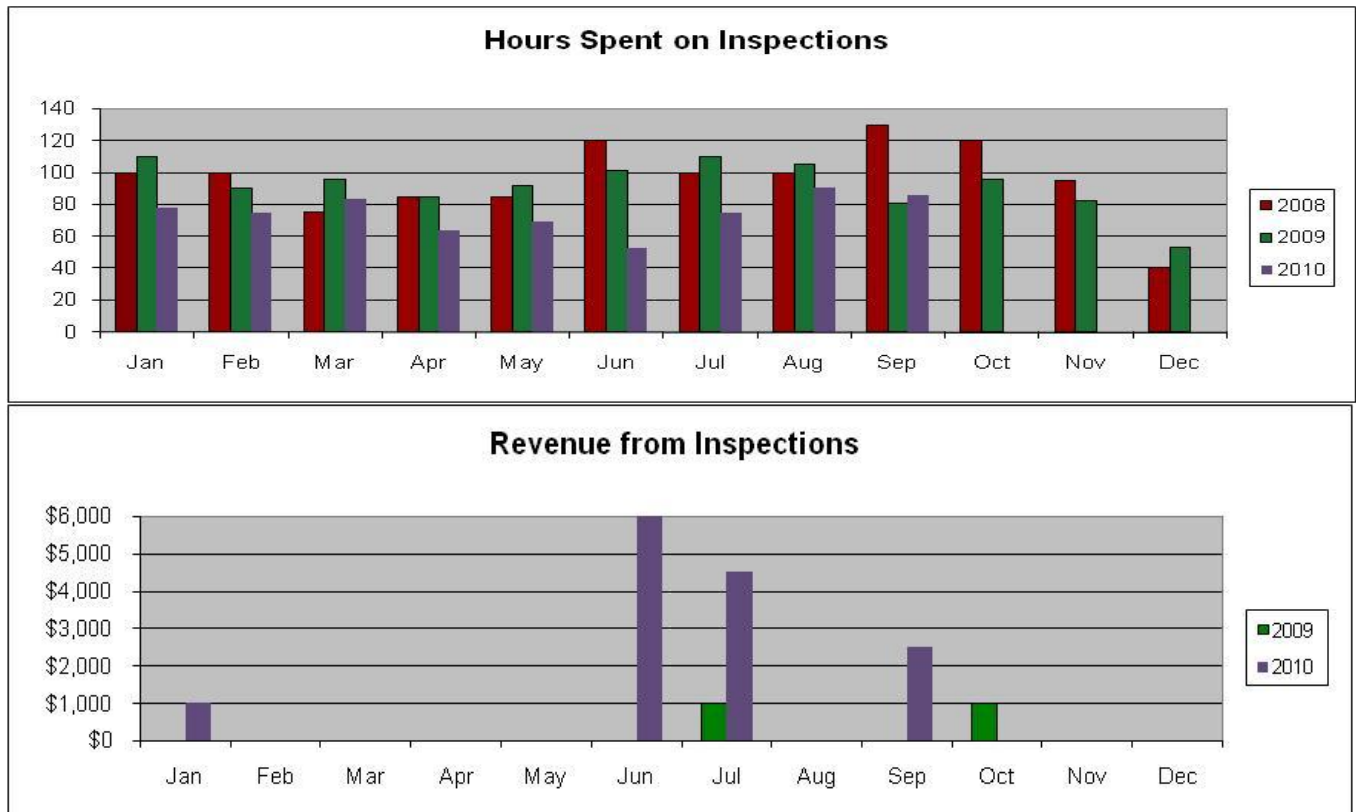


CDs Submitted (September 2010)			
Description	Case Name	Case Number	Date Application Accepted
CD	Centennial Links Trail	CD-10-00089	09/08/2010
CD	Heritage Greens Community Center	CD-10-00095	09/20/2010

The Engineering Division approved 2 CDs in September.
 Cherry Knolls CD-10-00062
 Walgreens LU-0901-001

Infrastructure Inspections

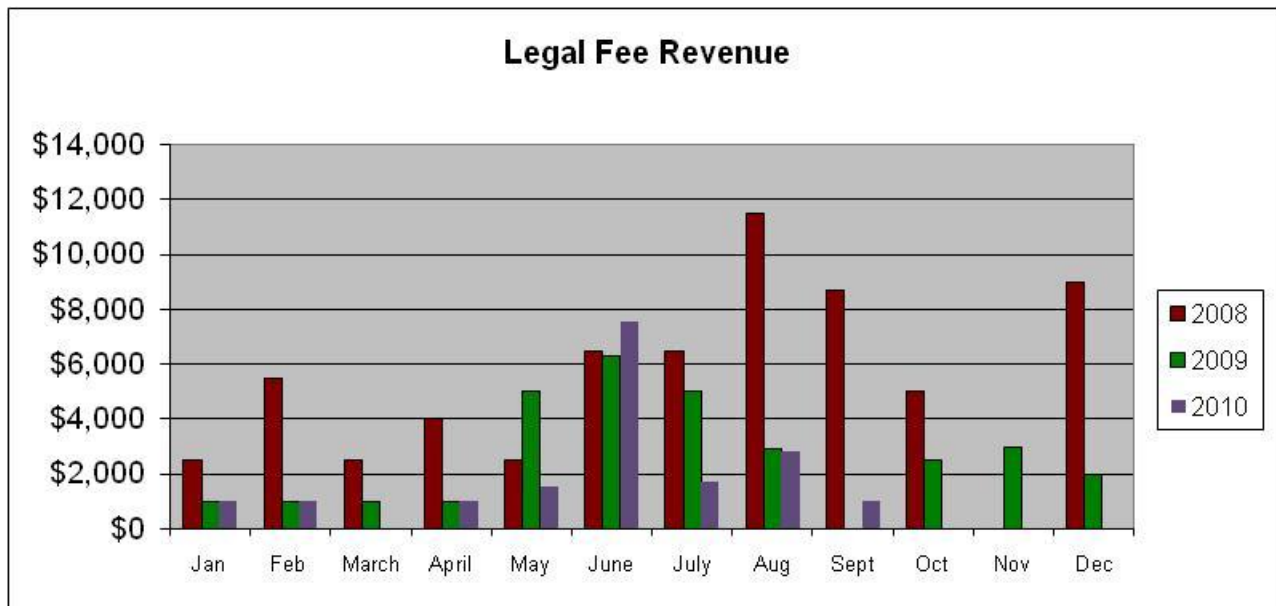
In September, 16 individual projects/sites were inspected and there was \$2,500 revenue collected. City staff spent a total of 86 hours performing these inspections compared to 81 hours in 2009. YTD revenue for 2010 is \$14,047 compared to \$1,000 in 2009. (\$6,047 of the \$14,047 is associated with IKEA.)



Infrastructure Inspections (September 2010)		
General Location	Case Name	Status
Arapahoe and University	Streets at Southglenn	Under Construction
Picadilly & Smoky Hill	Huntington Park n Ride	Under Construction
Parker Road and Arapahoe Road	Centennial Center Filing 2	Under Construction
Dry Creek & Eudora	Lifetime Fitness	Under Construction
Smoky Hill & Picadilly	Sprouts	Under Construction
Smoky Hill Road & Picadilly	Bridges @ Smoky Hill	Under Construction
Otero Ave. & Dayton Street	IKEA	Pre Construction
Broncos Parkway & Parker	Tagawa Access	Under Construction
Parker Road @ S. Lewiston	Lazy Hills	Under Warranty
Humbolt & Orchard Road	Orchard Estates	Under Construction
University & Arapahoe road	Cherry Knolls Shopping Center	Under Construction
Broadway & Costilla	Vista Verde	Under Construction
University & Arapahoe Road	Trice Jeweler	Under Construction
Breakaway Sports	Arapahoe & Race	Under Construction
County Line Road & Niagara	Foxridge VIII	Under Warranty
Smoky Hill & Buckley	Walgreens	Under Construction

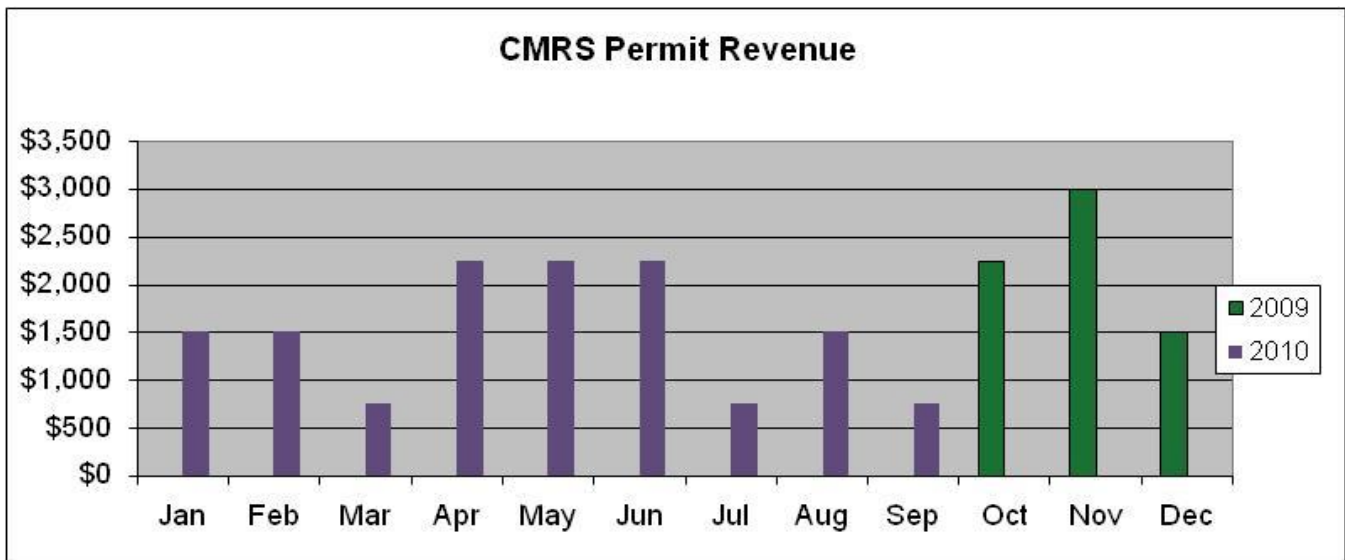
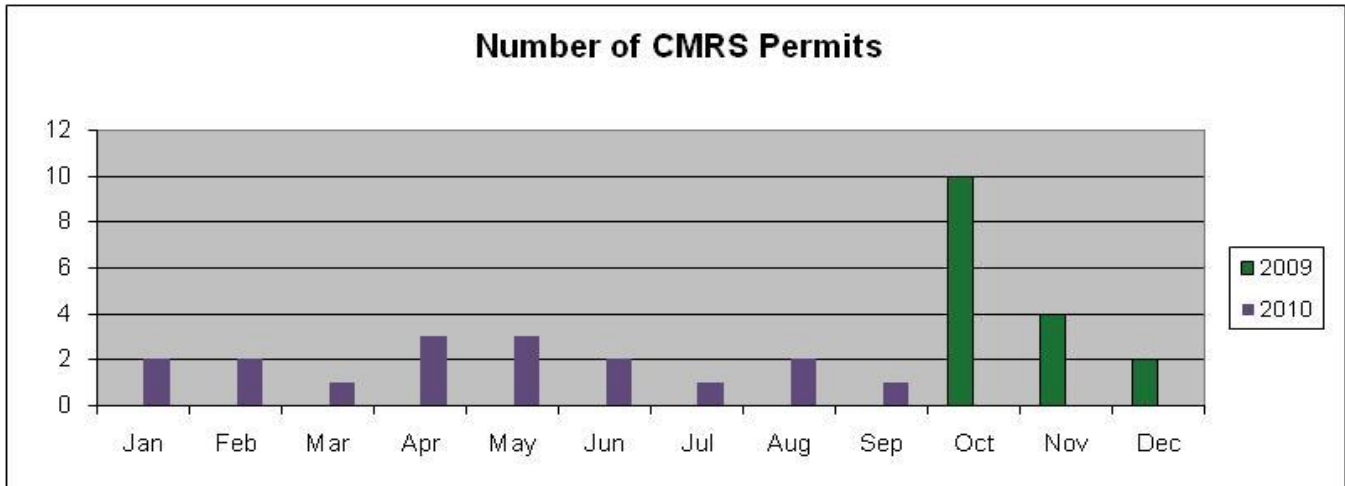
Legal Services

In September, a total of \$1,000 in revenue was received for legal services. YTD revenues for 2010 are \$17,476 compared to \$23,242 for 2009. Legal fees are collected to cover actual legal costs and do not impact the final budget in a negative or positive way.



CMRS Permits

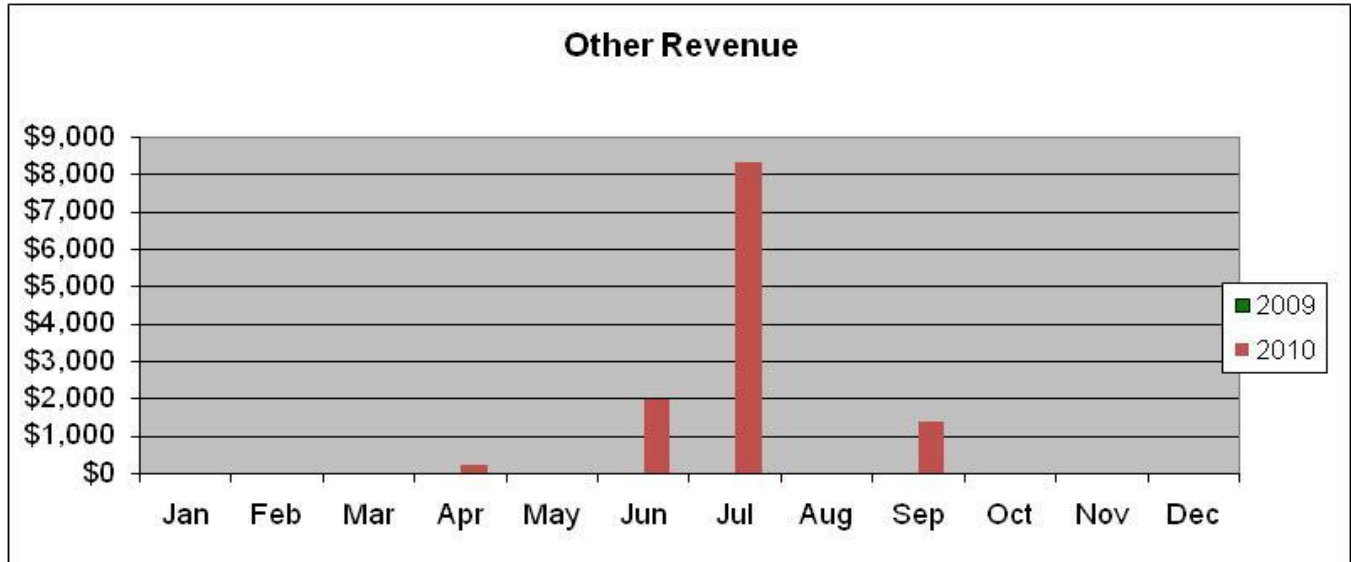
In September, we received 1 CMRS permit for \$750 in revenue. YTD revenues for 2010 are \$13,500, which is above the 2010 projected revenue of \$13,062 and above the 2009 revenue of \$0. CMRS permit tracking began in January 2009.



CMRS Permits (September 2010)		
Project or Location	Case Number	Date Received and Issued
20601 East Fair Avenue	CMR-10-70011	09/24/2010

Other & Miscellaneous Fees

In September, we received \$1,360 revenue for other fees and miscellaneous. YTD revenues for 2010 are \$11,843, which is below the 2010 projected revenue of \$16,000 and above the 2009 revenue of \$0.



Note: Government grants of \$147,232 are expected and budgeted in 2010. This amount is budgeted under Land Use application revenue

City Work Orders

In September Centennial Engineers worked on no CWOs. YTD value provided total is \$0.

CWOs Worked on by City (September 2010)		
Description	Hours	Value
	None	

The City has to outsource a specific aspect of reviews to an engineering consultant. In September, consultant time on CWOs totaled 0 hours at a cost of \$0. This is an additional cost to the City being paid for from the Land Use Fund. YTD costs total is \$0.

CWOs Worked on by Consultants (September 2010)		
Description	Hours	Fee
	None	

When Engineering Division spends time on Open Space Projects the hours are billed as revenue. This revenue will be reflected in the "Other & Miscellaneous Fees" section of this report.